

City of Chattanooga, TN
Personnel Class Specification

Class Code 2922

FLSA: Non Exempt

CLASSIFICATION TITLE: FITNESS COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, develop and coordinate fitness and wellness activities at City operated facilities; and to develop and conduct special events and programs to meet the community's fitness needs and interests.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, coordinates, delivers and/or oversees a variety of health and fitness programs to include both individual sessions, group classes and special events; identifies fitness interests and needs of the community; identifies special needs of targeted populations; establishes goals, formats and structures for programs and classes; obtains and coordinates needed equipment, facility space, instructors and/or supplies; and instructs classes as needed.

Conducts fitness assessments on clients and/or program participants; develops individualized exercise plans; and provides initial and ongoing fitness counseling.

Recruits, interviews and selects new instructors for planned health and fitness programs; reviews and/or completes instructor contracts; and provides training, instruction, workshops and clinics for staff and instructors.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Performs program administration duties; establishes and organizes calendars of events, programs and classes; prepares registration forms and materials; oversees and engages in registering participants and collecting program fees; records, processes and balances cash receipts and program payments; maintains records of registration, attendance, participation and other program data; and prepares purchase vouchers, expenditure and revenue reports, letters, correspondence and other documents pertaining to health and fitness programs.

Performs marketing and public relations work to generate interest, support and participation in the health and fitness programs; designs publicity materials; assists Public information Office in publicizing events; distributes materials to schools, churches, community groups, businesses and the general public; and responds to inquiries regarding programs, classes and special events.

Monitors program activities, participants and facility patrons; enforces safety, health and department rules, standards, policies and procedures; ensures proper use of fitness facilities and equipment; provides guidance to participants; and instructs participants on equipment use and safety;

Maintains inventory of fitness equipment and supplies; monitors exercise sound systems; checks equipment for needed repairs; identifies the need for equipment repair and/or replacement; and re-orders supplies as needed.

Prepares and files grant applications for potential program funding; and reviews program and event evaluations.

Provides assistance to patrons, visitors, and the general public; explains policies and procedures; provides information regarding programs; answers telephones; and provides callers with information and/or takes messages.

Attends community events, professional conference and other non-department activities to promote and develop support for municipal fitness programs and events; and serves on committees and task forces as assigned.

Responds to emergency situations; provides first aid as needed; maintains calm and responsive demeanor during emergencies; and prepares incident/injury reports.

Operates a personal computer, general office equipment and recreational equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Assists with answering phones and assisting patrons at the front desk.

Restocks restrooms with needed supplies; and assists with cleaning and maintaining facilities.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in physical education, recreation or a related field; supplemented by three to five years experience planning, coordinating and implementing health and fitness programs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, depth and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Chattanooga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: October 2002